

CROSS REFERENCE

DATE:

MEMO

LETTER

FOUR NO

FROM

TO:

SUBJECT:

ORIGINAL

COPY

SIGNED

APPROVED

FILED

removed 5/24/54
to attach to draft of
new procedure.

~~CONFIDENTIAL~~
SECRET

Attachment C

Use of Form 35-1, File and Routing Slip, within Finance Division

| | |
|--------------------|--|
| Original No. 1 | File according to Control No. (Dispatch No.) |
| Copy No. 2 | File according to "Subject" for cross reference purposes. |
| Copies 3 through 6 | Staple to upper left corner of respective copy of the document for obtaining signatures of recipients within Finance Division. As signatures are obtained on Form 35-1, the copy will be detached and returned to Registry where it will be filed in front of the original in the Master 3x5 file. |
| The master file | The master file will be divided into three parts: a. Signature Section; b. Subject Section, and c. Inactive File. |

1. The original Form 35-1 will be filed in the same manner as the document. Copies of the form, bearing the signatures of recipients, will be stapled in front of the original to assist in ascertaining the whereabouts of a particular document at any time. The original Form 35-1 in this file, without any attachments, will indicate that the respective document is in Registry.
2. Copy No. 2 will be filed alphabetically according to subject for reference purposes. Those bearing the same subject title will be arranged chronologically by date of material within the subject title.
3. When a document is ready to be filed, the original and signature copies of Form 35-1 will be removed from the "Signature Section" and filed in the "Inactive" file in the same manner as the document. If a document is to be retained by a Branch, such notation will be made on the signature copy of Form 35-1. This will be sufficient for Registry to remove the original 35-1 from the "Signature File Section" and place in the "Inactive" file.

The blocks "Defer Action Until", "Answered", and "No Reply" will be filled in by the applicable recipient. This will furnish a ready reference as to whether final action has been taken, if so, the date of action and by whom action was taken.

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